

F. INITIAL ACTION CHECKLIST INSTRUCTIONS TO RESCUE PERSONNEL

ASSESS THE RISK – FIRE, FUEL, HAZARDOUS MATERIALS

1. Assist Survivors: Administer first aid to injured and transport as soon as possible.
2. If there is any danger of a fire, move survivors a safe distance away. Establish a “NO SMOKING” rule; fire and explosion are a real danger with residual fuel and hot metals.
3. Conduct thorough search of the accident site and surrounding area for additional survivors.
4. Establish communications with Unit Dispatcher and/or rescue personnel and with the Accident Scene Officer-in-Charge (see “Preparing for the Arrival of the Investigation Team”). Inform appropriate personnel (dispatcher/law enforcement officer) if there is a need for a coroner. The coroner will give instructions for removal and transportation of bodies. Notify appropriate personnel (dispatcher/law enforcement officer) of best method of transporting injured personnel:
 - a) Ambulance helicopter
 - b) Ambulance fixed-wing
 - c) Ground ambulance
5. Secure and preserve the accident site:
 - a) Flag or rope off the accident site area (Note: Accident site may extend a significant distance from the aircraft). Do not disturb accident site except for life-saving purposes (e.g. extraction of personnel).

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- b) Request law enforcement (agency and/or local). Allow only authorized personnel on the accident site. Keep bystanders and unauthorized personnel away from the accident site until arrival of law enforcement. Aircraft may be released only by the Contracting Officer. After an accident, the aircraft is no longer the vendor's property until released by the CO.
- c) If no road access or emergency medical service (EMS) helicopter has been requested, prepare a helispot; assign the most-qualified personnel to manage.
- 6. Identify all witnesses:
 - a) Name
 - b) Address
 - c) Telephone Number
 - d) Record on tape or have witness write down preliminary statement.
- 7. Keep a record of all the actions completed and give to the accident investigation team.

PREPARING FOR THE ARRIVAL OF THE INVESTIGATION TEAM

This is a checklist of some tasks, which both the Line Manager and Aviation Manager can use to take charge of the accident scene and prepare for the arrival of a trained aircraft accident investigator and/or the aircraft accident investigation team. Some items may not be applicable and others may need to be added, depending on the circumstances of the accident. This list was developed with the objective of providing a place to start during upsetting times.

A. General. The local Line Manager should establish an Officer-in-Charge of Search/Rescue. The first agency employee to arrive at the scene of the accident will be responsible for crash site protection until relieved by Accident Scene Officer-in-Charge or by the appointed accident investigation team. Accident scene protection by the Line Manager can last from a few hours to several days, depending upon location, accessibility, etc. The time will depend on which level of the organization will take jurisdiction, what intermediate actions are taken and how long it will take the investigation team to travel to the site, assemble, organize, and take charge.

B. Off-Scene Responsibilities. The Officer-in-Charge will ensure the following off-scene tasks are accomplished:

1. Procedures in this Aircraft Crash, Search and Rescue Guide are followed; make emergency notifications promptly.
2. Determine accident scene land ownership. If the accident site is determined to be on private or State lands, ensure that notification is made to the appropriate parties.
3. Inform receptionists and others who may answer the telephone to pay particular attention to anyone calling in who may have witness information. The investigation team will want to contact those persons, so they will need names and telephone numbers for later contact.
4. Prepare a list of names, telephone numbers, addresses, etc., of all known witnesses at or near the accident scene.
5. Obtain all available weather data for the area. Order additional weather information to be taken at weather stations in the area, and be prepared to do it again 24 hours later. The information may be needed to compare with weather readings at the accident scene to estimate the weather at the time and place of the accident.
6. Determine when and where the aircraft was last fueled, and request the supplier to take fuel samples for the agency to pick up later. It is best if the Officer-in-Charge can do the fuel sample at the last fueling site; but it is recognized that this is not always possible.
7. Obtain the following names and telephone numbers:
 - a) The sheriff or other local law enforcement officer having jurisdiction.
 - b) The coroner or other person having jurisdiction over the removal of the remains.
 - c) The attending medical doctor for those injured in the accident.
 - d) The landowner if the accident occurred off federally owned lands.
 - e) The names and telephone numbers of any reporters who have requested information for media dissemination. The chief investigator or Agency PIO will be in touch with them, when information becomes available.